



**Department of Planning and Economic Development**

4525 Indianapolis Boulevard, City Hall Lower Level, East Chicago, Indiana 46312  
Telephone: (219) 391-8205; Fax: (219) 391-8522; [www.eastchicago.com](http://www.eastchicago.com)

**2020 SIGN APPLICATION**

Today's Date: \_\_\_\_\_

Applicant Name: _____	<input type="checkbox"/> Cell: _____
Address: _____	<input type="checkbox"/> Business: _____
City, State, Zip Code: _____	<input type="checkbox"/> Home Phone: _____
	<input type="checkbox"/> Email: _____

**BUSINESS INFORMATION:**

Check all that apply: Sign \_\_\_\_\_ Banner: \_\_\_\_\_ / New: \_\_\_\_\_ Replace Existing: \_\_\_\_\_

**Exact title to be displayed on Sign:**

**Business/Property Address:** \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property *if Changed from Existing:*

**SIGN CONTRACTOR:**

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Tele: \_\_\_\_\_

**\*NOTE: All contractors should have a valid business license to do work in East Chicago.**

**REQUIRED ATTACHMENTS:**

Sign Estimate: \$ \_\_\_\_\_

Proof of company Services (*Check one*)

- Estimate
- Quote
- Invoice

Picture Sample with measurements: \_\_\_\_\_

**(Signature Required)** X \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

DEPARTMENTAL USE

Date Received: \_\_\_\_\_ Initials of Receiver: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning; if Applicable: \_\_\_\_\_

Sign Conforms to Ordinance: ( ) YES ( ) NO

Sign Variance Needed: ( ) YES ( ) NO

VARIANCE INFORMATION

Staff Comments for Need for Variance: \_\_\_\_\_

BZA Hearing Date: \_\_\_\_\_ Hearing Fee \$ \_\_\_\_\_

Fee Received \$ \_\_\_\_\_

Final Determination by BZA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BZA Attachments: ( ) YES ( ) NO

SIGN APPLICATION APPROVAL

***PLEASE MAKE SURE THAT ALL APPROVED APPLICATIONS HAVE BEEN SCANNED.***

Signature of Planning Staff: \_\_\_\_\_

Date of Application Approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

UPON APPROVAL PLEASE PROCEED TO THE BUILDING DEPARTMENT TO COMPLETE SIGN PERMIT. IF THE SIGN EXTENDS INTO OR IS PLACED WITHIN ANY RIGHT-OF-WAY, THE APPLICANT MUST SEEK REVIEW BY THE ENGINEERING DEPARTMENT BEFORE PERMITTING.